

## Facility Use Policy

By design, St. Luke's does not have a structured fee schedule for individuals or outside groups using our facilities, but we do have additional expenses when the facilities are in use (heating, air conditioning, lighting, cleaning, water, routine maintenance). With such basic considerations in mind, your generous donation will be gratefully received so that we can continue to offer use of our facility as our gift to the community.

St. Luke's welcomes individuals and groups whose mission and goals do not conflict with ours:

- Non-profit organizations: 501[c]3 organizations may use our facilities for their activities, including fundraisers and events for which there is a charge, providing these events serve the organizations' charitable purposes.
- Schools and students: Young parishioners may use our facilities to raise money for school programs and projects.
- Social events: individuals and groups may hold private social gatherings in our facilities. [Arrangements for weddings must be made with the rector.]
- For-profit enterprises: as a general rule, we do not make our facilities available for for-profit activities. The rector and wardens will review requests from for-profit entities to use our facilities for staff retreats, seminars, and similar events on a case-by-case basis. A fee may apply.

Terms:

**All users must provide proof of insurance. (Please attach copy to this reservation form.)** The rector and wardens may waive this requirement on a case-by-case basis.

**All users are responsible for knowing applicable local ordinances and state laws and obtaining any needed licenses. (Please attach copies to this reservation form.)**

The national Episcopal Church has an articulated policy on substance abuse, which governs the use of alcohol on church property. The following clauses apply to outside groups or individuals using the Canterbury Room:

... 2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.

... 4. When alcohol is served, it must be monitored, and those showing signs of intoxication must not be served. Whenever alcohol is served, [a designated adult must] oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.

... 6. Alcoholic and non-alcoholic beverages must be clearly labeled as such.

... 10. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the rector. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.

St. Luke's does not offer food service or provide supplies for non-members. Those using our facilities may use our kitchen for food preparation.

St. Luke's works with users to specify the hours during which the facility is available for each event. Users must confine their activities, from delivery and set-up through clean-up, to these hours.

The facilities must be left in the condition in which they were found: carry-in items and trash must be removed from the building and grounds, air conditioning and heat thermostats returned to their original settings, furniture arranged as originally found, windows closed, doors locked, and any issued keys returned. In the unlikely event of damage to the facilities or its contents, users will compensate St. Luke's for repairs and/or replacement, as determined by the rector and wardens.

St. Luke's may require a refundable deposit of \$150, based on the nature of the event and any issues arising from prior use. The rector and wardens will determine on a case-by-case basis whether a deposit is required.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

*October 2015*